

# Accident Investigations 101 - Training Course

## Presentation Preview

**This course will teach the supervisor or safety focal point effective methods of conducting accident investigations. If you would like to attend a course, please contact Tom Altvater at (301) 713-2870 or email at [thomas.altvater@noaa.gov](mailto:thomas.altvater@noaa.gov)**

### Course Objectives

- Understand the need to investigate
- Know what to investigate
- Determine the cause(s) of accidents
- Identify the methods of investigations
- Understand the need to be thorough and comprehensive
- Identify prevention methods
- Identify sources of assistance

### What to Investigate?

- All accidents and near-misses
  - Conduct investigation upon first notification
  - Keeping the scene in-tact and recording witnesses statements early is key to a successful investigation

### Beginning the Investigation

- Gather investigation members and kit
- Report to the scene
- Look at the big picture
- Record initial observations
- Take pictures



### Interviewing Tips

- Discuss what happened leading up to and after the accident
- Encourage witnesses to describe the accident in their own words
- Don't be defensive or judgmental
- Use open-ended questions
- Do not interrupt the witness

### Accident Narrative

- Describe the details so the reader can clearly picture the accident
- Specific body parts affected
- Specific motions of injured employee just before, during, and after accident



### Corrective Actions Taken

- Include immediate interim controls implemented at the time of accident
- Recommended corrective actions
  - Employee training
  - Preventive maintenance activities
  - Better operating procedures
  - Hazard recognition (ORM)
  - **Management awareness of risks involved**

**These are samples of the slides used in the Accident Investigation 101 training curriculum.**